

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duties of which are assisting the Fire Chief in the planning, directing, and supervising of department activities. An incumbent of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief oversees the care and maintenance of department equipment and property, assists in financial management, performs public relations duties, and assists in personnel management, in addition to assuming command at the scene of a fire or other emergency and directing operations until relieved by the Fire Chief. The employee of this class performs duties with a high degree of independence, with special assignments received from the Fire Chief, who reviews all work of the class. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing the operation of the fire department, including determining how the department should be organized and determining how to deploy equipment and personnel. Performs the duties of the Fire Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Assists in the research and planning for programs and activities of the department. Conducts inspections of various divisions of the department, evaluates the effectiveness of these divisions, and takes action to improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city improve ISO ratings. Works with boards and agencies whose operations affect fire department personnel or services. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Investigates complaints against department personnel and formulates a recommendation for reply to the complaint. Assists in investigating accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Assists in developing a personnel recruitment and selection program.

Gathers information for and assists in the preparation of the departmental operating budget. Prepares payroll records. Makes recommendations on major purchases for the department.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at meetings to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Serves as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Prepares news releases or any other official department position statement for publication.

Supervises subordinate department employees. Holds meetings to receive reports and disseminate information. Inspects appearance of subordinates to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Provides for on-the-job training. Oversees and evaluates the work performance of subordinates, providing assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Assists in developing a training program for the department and in seeing that such program is properly staffed and supplied with training resources. Personally conducts classroom training, drills, and evolutions.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief and directs operations including size-up and the supervision of subordinate employees as they perform firefighting and rescue, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage and overhaul, and provide emergency medical services. Acts as part of the fire attack team. Oversees safety procedures. Assists in directing the handling of hazardous materials.

Enforces fire prevention laws, and assists in directing a program of fire inspections. Investigates the causes, origins, and circumstances of fire occurring in the city. Prevents the removal or damage of evidence; collects and labels evidence; and assists arson investigation personnel.

Supervises the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance, and inspects equipment, property, or operating systems after repairs to insure that these were properly accomplished. Maintains an inventory of supplies and equipment needed by the department. Orders and distributes supplies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

At the time of application for examination, must be an incumbent in the class of Fire Captain.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years and at the time of application for examination, occupy a position equal to or higher than that of a Fire Captain.

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